



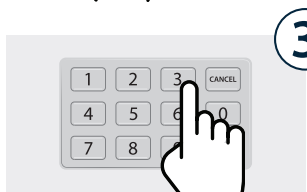
# Break your device?

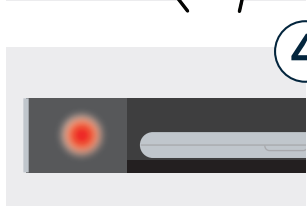
## Exchange it for a loaner here!

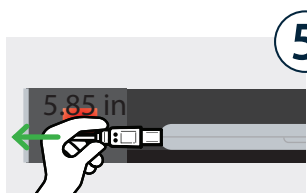
### Exchange for a Loaner Device:


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**1** Locate the bay that was assigned to you.  
This number is provided to you by your tech dept.
- 

**2** Enter the **bay number** and press **OK**.
- 


**3** When asked for a PIN, enter your **assigned PIN** number and press **OK**.  
Your PIN is provided to you by your tech dept.
- 


**4** If correct credentials were entered, door will **automatically open**.
- 

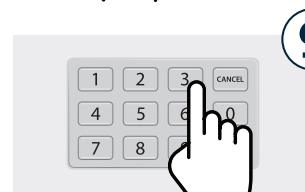
**5** **Unplug** the loaner device and **take it out** of the bay. **Place** your broken device **inside**.
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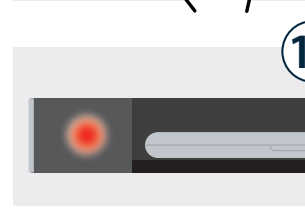
**6** **Firmly close the door**.  
The light will turn **green**, indicating bay is **no longer accessible**.

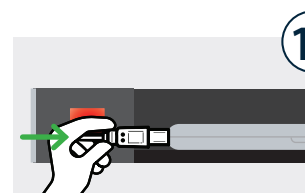
### Collect Your Fixed Device:

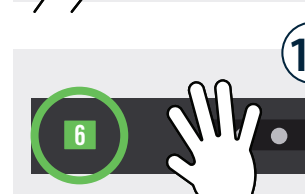
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**7** Locate the bay that was assigned to you.  
This number is provided to you by your tech dept.
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**8** Enter the **bay number** and press **OK**.
- 

**9** When asked for a PIN, enter your **assigned PIN** number and press **OK**.  
Your PIN is provided to you by your tech dept.
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**10** If correct credentials were entered, door will **automatically open**.
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**11** **Unplug** the fixed device and **take it out**. **Place the loaner inside** and **plug it in**.
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**12** **Firmly close the door**.  
The light will turn **green**, indicating **"good to go!"**.

*Temporary, One-Time PIN assigned to bay.*

# Break your device?

Exchange it for a loaner here!

## Cloud Setup Cheat Sheet

Assign group(s) to all the bays.

Assigned group members can then access any available (green) bay.

